



14.10.2021

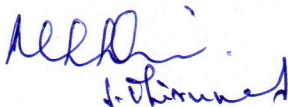
MENTOR MENTEE COMMITTEE

INTERNAL COMPLAINT COMMITTEE

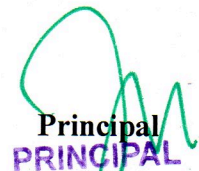
This is to inform that Dr.Thirumalai.S - Reader (Department of Periodontics) and Dr.Lakshmi Devi - Reader (Department of Prosthodontics) were nominated as member secretaries for Mentor & Mentee Committee and it is valid for 2 years.

The list of following members.

S.NO	Name of the faculty	Dept/Designation	Member Designation
1	Dr.Senthilnathan.S	Principal Sri Venkateshwaraa Dental College	Chairperson
2	Dr.Thirumalai.S	Reader,Dept. of Periodontics	Member Secretary
3	Dr.Lakshmi Devi	Reader, Dept. of Prosthodontics	Member Secretary
4	Dr.Sudhakar.R	Prof & HOD, Vice Principal – Academics Dept. of Oral Pathology	Member
5	Dr.Yuvaraj.V	Prof & HOD Vice Principal – Clinical Dept. of Oral Surgery	Member
6.	Dr.Ahila	Senior Lecturer, Department of Periodontics, SVDC	Member
7.	Dr.V.Bavatharani	Tutor, SVDC	Member

  
Dr. Thirumalai.S  
Member Secretary



  
Principal  
PRINCIPAL

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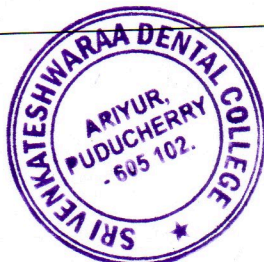
Mentor Mentee Committee Policy

Last reviewed: 2020

Issue: 1

Pages : 1-4

Policy	<ul style="list-style-type: none"><li>• Mentor Program provides mentees access to experienced mentors who can contribute to their professional and personal development.</li><li>• The program provides a platform for mentees to realize their potential by enabling personal and professional relationships with mentors, who act as role models and provide guidance to them.</li></ul>
Purpose	<ul style="list-style-type: none"><li>• To provide an one to one forum in which mentor advices, assist an assigned mentee in successfully progressing through the B.D.S course.</li></ul>
Scope	<ul style="list-style-type: none"><li>• In order to provide additional support to the incoming students and with a view to enhance the performance on long term basis in curricular and extracurricular aspects.</li></ul>
Objectives	<ul style="list-style-type: none"><li>• To develop a strong positive relationship between mentor and mentee.</li><li>• To bridge the formal and communicative gaps between the student and institution.</li><li>• To cater to academic and emotional insecurities</li><li>• Guide the student to move up in career and personality development</li></ul>
Members	<ol style="list-style-type: none"><li>1. Chairperson: Head of the institution</li><li>2. Member secretaries -2 Teaching faculties</li><li>3. Members 4- Teaching faculties</li></ol>



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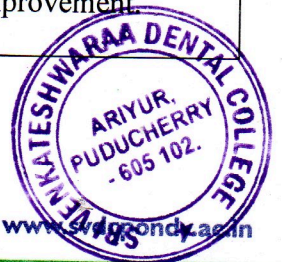


## Procedure

- Length of the programme is five years from first year to internship of BDS course.
- One to one session between mentor and mentee is conducted three times a year after every internal assessment exam. Ratio of mentor mentee is 1:10
- Planning of mentor ship programmed by member secretaries with chair person to recruit mentor to mentee
- Conduct a meeting with all mentors to decide a date of contact session between mentors and mentee
- Allotted mentors to collect and maintain profile of assigned mentees which contains information regarding personal, family, contact, address and basic health details, curricular and extra – curricular interests and talents.
- Term wise meeting of mentor and mentee after each internal assessment exam is conducted
- Mentor addresses the issues in attendance, examination performance, subject understanding keeping up with the schedule or curriculum with the mentee in a one-to-one basis
- Mentors to discuss and identify issues in non-academic aspects like hostel or campus facilities for boarding, food, health & safety, library, peer interaction, ragging, transport or other aspects and intimate the responsible authorities for appropriate solution.
- Slow learners and advance learners students are identified based on their internal assessment marks and University marks.
- Mentor debriefs the issue to member secretaries with written format or verbally.
- Mentor along with member secretaries provide a recommendation to chairperson about how to overcome the identified barrier and the student is monitored on regular interval by the mentor to check on improvement.

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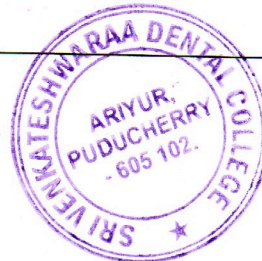




Roles and  
responsibilities of  
mentors

1. Collect and maintain profile of assigned mentees which contains information regarding personal, family, contact, address and basic health details, curricular and extra – curricular interests and talents.
2. Identify pre – existing difficulties which may hamper the course of learning in Institute (medium of learning other than English, non – local language, economically weak, health issues etc.) and inform the management.
3. Maintain and update records of theory, practical / clinical attendance to the subject pertaining.
4. Maintain and follow up the academic performance of the mentee through internal assignment marks, slip tests etc.
5. Address the issues in attendance, examination performance, subject understanding keeping up with the schedule or curriculum with the mentee in a one-to-one basis and suggested action.
6. Discuss and identify issues in non-academic aspects like hostel or campus facilities for boarding, food, health & safety, library, peer interaction, ragging, transport or other aspects and intimate the responsible authorities for appropriate solution.
7. Encourage the student to pursue their academic as well as extra-curricular talents.
8. Provide career counseling and guidance.
9. Maintain strict confidentiality and privacy regarding the mentee issues (unless deemed harmful to the mentee or others)
10. Communicate and guide the parent/guardians regarding their ward's status with respect to his/her activities, academics in the institute.
11. Collect feedback from the parent/guardian regarding the mentee issues (unless deemed harmful to the mentee or others)
12. Maintain progress of mentor-mentee/mentor-parent meeting, issues raised, course of action and compliance in the student profile records and periodically submit the records to Principal office / academic section for verification.

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Roles and responsibilities of Mentee	<ol style="list-style-type: none"><li>1. Meeting mentor on monthly basis</li><li>2. Stay accessible, committed and engaged during the length of the programme</li><li>3. Assume responsibility for improving skills and knowledge</li><li>4. Seek opinion, feedback and direction from the mentor</li></ol>
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Reconstitution of committee	Once in 2 years
Related/Supportive Documents	Mentor-mentee hand book
Custodian	Member Secretary

Prepared by	Verified	Approved by
 Dr. S. Thirumalai Reader 	 IQAC Coordinator 	 Principal Dr. S. Senthilnathan 

